



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Office Assistant (Typing)
FRESNO

Permanent — Full-time

The Department of Real Estate is recruiting to fill a vacant Office Assistant (Typing) position in its Fresno District Office. The position is permanent, fulltime. The office is located at 2550 Mariposa Mall, Suite 3070, Fresno.

Duties of the position include:

- Type reports, letters and memos from cassette/dictaphone or written rough drafts. Prepare folders for Raps and Complaint investigations.
- Provide information on exams, original licenses, renewals and complaints.
- Greet visitors at the receptionist window.
- Assist proctoring real estate/broker exams.
- Assist in ordering supplies.
- Open, date stamp and distribute mail.
- Collect checks, cash receipts, etc. and prepare accounting envelope to be sent to Sacramento.

Necessary qualifications:

- Ability to communicate effectively, both orally and in writing.
- Ability to work within mandated timeframes.
- Excellent interpersonal skills.
- Patience and tact in dealing with the public both on the phone and in person.
- Excellent organizational skills and the ability to work independently.
- **A valid typing certificate for 40 wpm is required.** Typing tests can be administered and a certificate given by the Department of Real Estate. If you have a current typing certificate, please attached a copy to your application. (Typing certificates are valid for 4 years.)

Desirable qualifications:

- Personal computer experience using Word and Excel.
- Dependability and excellent attendance.

Salary Range: \$2003 - 2641

Who may apply: Current State employees at the Office Assistant level or those individuals who have list eligibility or can transfer to the class. **Priority consideration will be given to SROA/Surplus employees. If you have SROA or Surplus status, please indicate such on your application.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 8-498-0796

For information on the position contact:

John Sweeney
District Office Manager
(559) 445-5009 or CALNET 8-421-6280

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: December 6, 2005

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>
Applications, whether filed in person or by mail, must be received in the Personnel Office
no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.